



Department of Veterans Affairs

## OUTCHARGE FOR OFFICIAL RECORDS

TO	1. MAIL ROUTING SYMBOL	2. TELEPHONE EXTENSION	3. DATE OF OUTCHARGE	RETURN TO	5. MAIL ROUTING SYMBOL	
	4. NAME				6. TELEPHONE EXTENSION	7. DUE DATE

8. DESCRIPTION OF RECORDS

### INSTRUCTIONS

1. Nothing will be removed from or added to this file, nor will the records be rearranged.
2. These records will not be removed from Central Office or field station.
3. To recharge, call the extension given in item 6.

4. Return attached records on or before due date. If returning them through messenger channels, cross out items 1 through 4, so that messenger service will deliver the records to the file station identified in item 5.

VA FORM  
FEB 1993(R)

**7587**

ATTACH TO RECORDS 1



Department of Veterans Affairs

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OUTCHARGE 2



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	4. NAME				6. TELEPHONE EXTENSION	7. DUE DATE

8. DESCRIPTION OF RECORDS

### INSTRUCTIONS

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**SUSPENSE 3**